

REF: WE/KHE
Tuesday 29th September 2026



Re: Year 10 – Work Experience, February 2027

Dear Parents and Carers,

Work experience is a key part of preparing students for life beyond school. It provides invaluable insight into the world of work, helps develop essential skills such as communication, teamwork and problem-solving, and can often inspire future career choices. Employers and further education providers increasingly look for evidence of practical experience, making this an opportunity that can significantly benefit your child's future. We thank those students who have already sourced a work experience placement.

We urge students to actively seek a work experience placement and kindly request your support with this. It is essential for all students to undertake work experience. Ideally, this should be in a field that aligns with their interests or aspirations, but any placement that exposes them to a professional environment will be beneficial.

Action Required: Please support your child in identifying and securing a placement as soon as possible. This may be through a local contact or a family member.

Once a placement has been found, students will be guided and supported during their Future Friday tutor sessions and will log their placements on Unifrog. This can be completed at home with your support, or in the Academy with assistance from staff.

To enable students to log their placement on Unifrog, they will need details of the employer, as outlined overleaf. For students wishing to complete this in the Academy, the full details overleaf must be completed before the placement can be uploaded to Unifrog.

If you have any further questions regarding work experience, please contact Mr Caine or Mrs Hawthorne at the Academy.

Yours faithfully,

A handwritten signature in cursive script, likely belonging to Mr C. Caine.

Mr C. Caine
Head of Year 10

A handwritten signature in cursive script, likely belonging to Mrs K. Hawthorne.

Mrs K. Hawthorne
Head of Faculty – Personal Development

Life to the full in pursuit of what is good, right and true.



Q3 Academy Langley
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Chief Executive: Mr Daniel Parkes BA (Hons), MA | Headteacher: Mr Peter Lee BA (Hons), M.Ed, PGCE, NPQH, NPQEL

Work Experience Placement Information

Dates: Monday 8th February – Friday 12th February 2027

In order to log your placement on Unifrog you will need the following information:

Accessing Unifrog:

- You will have an email from Unifrog on your school email account. Please check your junk and spam folder. You can reset your password if needed.
- If you are unable to do this at home, complete the form below and laptops will be available to use during Friday afternoon tutor.

Placement Objectives: <i>What do you want to get out of work experience? What skills do you want to develop? What are you hoping to do or see?</i> <i>This will be shared with the employer.</i>	• • •
Placement Address:	
Name of placement lead:	
Placement lead email:	
Placement lead phone number:	
Parent/Guardian emergency contact name:	
Parent/Guardian emergency contact email:	

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